



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Genetic Testing Assistant  
(Non-Bargaining)

**PCN:** 084004

**DEPARTMENT:** Establishment

**P.R.:** N5

**REPORTS TO:** Kimberly Collins, Support Manager

**RESPONSIBILITIES:** Schedule and maintain out of county and incarcerated genetic testing for Administrative Paternity and court cases. Greet clients in need of genetic testing services. Prepare appointment letters and court objection letters. Provide assistance to clients by phone and in person. Record genetic test results. Copy and mail court results for all genetic tests.

Perform back-up functions to the Paternity Coordinator. Maintain records, document data and correspondences. Attend training regarding paternity process and updates from the state.

**MINIMUM QUALIFICATIONS:** High School diploma or GED, supplemented by college coursework in Social Work or Public Relations and one (1) year of general clerical experience; or any equivalent combination of training or experience.

**STARTING SALARY:** \$13.56/hour, plus a comprehensive benefits package.  
180 Day Probationary Period.

**DATE POSTED:** Wednesday, January 20, 2016

**DEADLINE TO APPLY:** Tuesday, February 2, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

**-EOE-**